

SOUTH CAROLINA STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND SURVEYORS

Instructions for completing application packet for Licensure of Engineering Technology applicants.

Notice to Applicants: For individuals holding an engineering technology degree, licensure is a two step process. Once your application has been approved, you will receive specific information and instructions about submitting the portfolio of work, forms to use in assembling the portfolio, and other information. Because the process is multi-tiered and requires assembling six committee members, it can take six months or more for the portfolio process to run its course.

Applications will be returned if not completed in accordance with the instructions listed below. All information must be clear and legible. Applications should be typed; if handwritten, they should be printed neatly in black ink. **ONLY COMPLETED APPLICATION PACKETS WILL BE ACCEPTED FOR PROCESSING.** Incomplete packets will be returned to the applicant.

Fee: \$75.00 (non-refundable). ATTENTION CHECK WRITERS! We gladly accept your checks. When you provide a check as payment, you authorize us to use information from the check to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction. You authorize us to collect a fee through electronic fund transfer from your account if your payment is returned unpaid.

Complete all Sections (1, 2, 3, 4, 5, 6 & 7) as instructed below. Applicants registered in other states must also complete all sections as instructed below (regardless of the number of registrations in other states). For applicants holding the NCEES Council Record, complete Sections 1, 3, 4, 6 & 7; request NCEES to send Council Record to this Board. South Carolina requires verification of registration in the applicant's state of residence and/or employment. The applicant will be responsible for obtaining any necessary verification of licensure/examination not included with the NCEES record. Current employment must also be documented. If these experience verifications are not included in the NCEES record, the applicant will be required to complete Section 5.

Section 1. General Information.

Complete all of this section.

Section 2. Personal Reference.

List the name and complete mailing address, including zip code, of five individuals (**three must be registered engineers**), not relatives and not included in Section 5 of the application form, having personal knowledge of your character and personal reputation.

The applicant is responsible for completing the top section of the Section 2 PE Questionnaire and sending to each reference. Completed questionnaires should be returned to the applicant **IN A SEALED ENVELOPE SIGNED ACROSS THE FLAP** and included with the completed application packet. **The questionnaire must be completed in its entirety.** If a reference does not wish to return the completed questionnaire to the applicant, he/she may send the form directly to the Board. In such a case, the reference must also inform the applicant, in writing, that the completed form will be sent directly to the Board. The applicant must include this written notice in place of the completed questionnaire. Applicants should contact each individual prior to using them as a reference.

Section 3. Education.

Official transcripts are required for all applicants. It is the responsibility of the applicant to obtain the necessary documents. Transcripts should accompany the completed application packet or be sent directly to the Board office. **All transcripts from colleges and universities in the United States showing courses taken, degree(s) awarded, and date(s) of degree(s) must arrive at the Board office in an envelope sealed and stamped by the Registrar. For NCEES Record holders, THIS SECTION MUST STILL BE COMPLETED, but no transcripts need to be submitted unless additional education has been earned and not included in the NCEES Record.**

Section 4. Licensure.

Applicants must provide information regarding registration in state of residence and/or employment and state in which all written examinations were taken. The applicant is responsible for obtaining verification of examination and licensure in other states. Verification of examination and/or licensure will be accepted on either the Board-approved form or one generated by another jurisdiction. Applicants may access contact information for all NCEES jurisdictions online at <http://www.ncees.org> or by calling 1-800-250-3196.

Verification forms should be returned to the applicant and included with the completed application packet. Completed forms should bear the official seal of the state board providing verification. If an official seal is unavailable, the form must remain in an envelope signed/sealed by the state board providing verification.

Section 5. Experience Record. (This section is very important!)

- A. **Employment Number.** List employments chronologically, beginning with the date of approved degree.
- B. **Dates of Employment.** List **months, days** as well as **years** of dates of employment. All periods over thirty (30) days must be documented, even if no engineering work was involved.
- C. **Employer Name and Mailing Address.** List name, title, company name and complete mailing address of person (not listed in **Section 2. Personal Reference**) who can verify experience listed, preferably the person you report(ed) to who should be a registered engineer. Do not list last-known addresses; only provide current mailing addresses. If a reference is unavailable to verify an engagement, a statement to that effect should be included instead of contact information. The Board must be able to verify *at least* the minimum experience requirement, but verification should be obtained for as much experience as possible.
- D. **Time.** Each of the three columns under the heading “Time” must be filled in for each employment. Show time periods in number of years and months. Zeros should be used where necessary; no blank spaces should be left and the word “yes” should not be used. Professional Work (column 2) should include time applicant has been engaged in engineering work of a high grade and responsibility. **Total Time (3) must equal Non-Engineering (1) plus Professional Work (2).**
- E. **Description of Experience.** (Questionnaire only) Although an applicant may be registered in other states, the applicant must have the experience as required by the South Carolina Board at the time the application is filed. Experience cannot be anticipated. Experience gained prior to graduation cannot be accepted as qualifying experience. The Board does not recognize co-op experience gained while in school. **For each employment, list titles, name of employer, location and a description of the engineering work performed, an engineering decision the applicant was required to make, and the magnitude and complexity of the most important project on which the applicant worked. An application will not be processed if the required information is not provided in this section. Unless an applicant holds a record with NCEES, this section must be completed, regardless of the number of states in which an applicant may be registered.**

The applicant is responsible for completing the top section of the Section 5 PE Questionnaire and sending to each reference. Completed questionnaires should be returned to the applicant **IN A SEALED ENVELOPE SIGNED ACROSS THE FLAP** and included with the completed application packet. **The questionnaire must be completed in its entirety.** If a reference does not wish to return the completed questionnaire to the applicant, he/she may send the form directly to the Board. In such a case, the reference must also inform the applicant, in writing, that the completed form will be sent directly to the Board. The applicant must include this written notice in place of the completed questionnaire. Applicants should contact each individual prior to using them as a reference.

If an applicant has periods of unemployment or was not involved in engineering work, these periods must be shown. For such a period, an applicant must complete a questionnaire. The applicant should complete Dates of Employment, Time, and a brief Description of Experience. No reference is necessary for such periods.

On the bottom of the Section 5. Experience Record page, the applicant must list the branch(es) of engineering in which he/she is qualified to practice. Although the South Carolina Board licenses an individual as a Professional Engineer, and not by discipline, it is important for the applicant to list area of expertise.

Section 6. Miscellaneous Information.

Applicants must answer all questions. If the answer to any of these questions is yes, please explain on a supplemental sheet.

Section 7. Affidavit.

Applicants must execute, sign and have this section notarized by a Notary Public.